City of Sebastopol

REQUEST FOR PROPOSALS
FOR ENGINEERING SERVICES for

PLEASANT HILL TANKS
STRUCTURAL AND COATING ASSESSMENT STUDY

(CIP #0824-26.04)

Proposals Due:

Wednesday, December 9, 2026
5:00 pm

Approved for Release:

Oriana Hart

Oriana Hart, Public Works Director

November 4, 2026
Date

PUBLIC WORKS DEPARTMENT
714 JOHNSON STREET
SEBASTOPOL, CA 95472
engineering@cityofsebastopol.gov
Phone: 707-823-2151

I) BACKGROUND

The City of Sebastopol is soliciting Proposals from qualified engineering firms to provide professional engineering services for the Pleasant Hill Tanks Structural and Coating Assessment Study (Project).

This RFP is for providing engineering services for the Project described in paragraph III below.

II) BACKGROUND AND DESCRIPTION OF PROJECT

The City owns two water tanks, known as the Pleasant Hill Water Tanks. They are 3.0 million gallon welded steel tanks of 120 foot diameter and nominal height of 35 feet. They were built in 1979 and 1986 to the AWWA D100 Standard of their construction date. The City wants to assure that the tanks are appropriate given the changes in codes since that date and that the structures are in good condition. The City has lowered the operational level of the tank from the design level as a concern for the code changes in the sloshing wave criteria. The City is seeking a structural assessment of the condition of the tank. The City is also seeking tank cleaning and coatings inspection. A visual inspection and report was last completed in 2022

Construction drawings for the 1986 tank are available on request or on our website at the following link: https://www.cityofsebastopol.gov/contractors-consultants/

III) SCOPE OF WORK

The General scope of work is to perform both a coating and a structural condition assessment per the appropriate tank inspection standards to identify existing defects, corrosion, or deficiencies that could affect seismic performance and to make recommendations for the improvements and repair of issues noted. The scope should also include identifying weaknesses such as thinning, buckling, connection integrity, or settlement, and assessing the structural integrity of the tanks including the roof, rafters and flooring. Also included are representative ultrasonic thickness measurements of all plates.

The final product is the structural assessment, including seismic design calculation, and evaluation report of the tanks to ensure it can safely store potable water without compromising water quality or system integrity. The final report shall also include a list of recommended repairs and upgrades and an estimated cost of the repairs and upgrades, as well as identifying how the work would occur while keeping the tanks in service.

The Consultant shall include a detailed Work Scope in the Proposal based on the above, including the key structural evaluation areas, and identify the appropriate standards to be referenced in the Project (such as AWWA, EPA, etc.). The Proposal should also include inspection methods to be used for performing the condition assessment of the tanks. The proposal shall provide all work needed unless specifically stated as an exclusion. The work includes cleaning before inspection, all safety requirements and return of tank to service responsibility.

The City will drain each tank for the work to occur. Only one tank shall be out of service at a time.

IV) QUALIFICATION

Your firm is invited to submit a Proposal because your firm is included in the Pre-Qualified Consultants List and/or has demonstrated it to be qualified to perform services for the Project.

If you are selected and your firm does not currently have a valid Master Services Agreement with the City, you will be required to enter into a Professional Services Agreement (see Appendix B). Please review Standard Terms and Conditions in Section XII.

V) SCHEDULE

The Request for Proposals (RFP) was released effective on the date shown on the cover of this RFP. It is the City's intent that this solicitation will be due on the date shown on the cover of this RFP.

Evaluation of proposals by the City will commence within thirty (30) days of receipt. The City reserves the right to conduct follow-up interviews with Proposer(s). A preliminary schedule of administrative milestones are listed below. The Consultant shall include a schedule in the Proposal that includes key milestones from date of the Notice to Proceed with the work through project completion.

VI) CITY'S RESPONSIBILITIES

City will also PDF copies of existing City plans, base maps, and other background materials for consultant's use as needed. If only hard-copy versions of the documents are available, a print copy will be provided, at Consultant's costs.

Also see "Scope of Work" Section III

VII) GUIDELINES FOR PROPOSALS

a. Proposals should not exceed 10 pages in length, excluding cover letter, dividers, appendices and resumes.
b. Documentation for each referenced project included in your proposal shall include information in the format shown below:
    1) Client Name
    2) Project Name and Description,
    3) Project Start and End Dates
    4) Client Project Manager Name, Phone Number, and email address
    5) Key Consultant team members including assigned project manager, Lead Engineer, and other staff/backup engineers and inspectors
c. Proposals shall include a summary section describing your understanding of and approach to the proposed project assignment identified in this RFP, and a detailed Scope of Work to complete the project.
d. A detailed breakdown of fees, by task, shall be provided in spreadsheet format.
e. Proposals shall include your firm's general billing information as follows:
    1) Schedule of hourly rates, including any special rates offered to public agencies, and prevailing wage rates as appropriate.
    2) Travel-time charge-out policy (please see item #5 below).
    3) Vehicle or equipment charge-out policy.
    4) Percentage markup for reimbursable expenses.
    5) Lodging expenses, meals, airfare, and other travel expenses (excluding vehicle mileage reimbursement) to and from Consultant's Office to the Project site are not allowed.

VIII) PROCESS FOR SUBMITTING PROPOSALS

a. Proposals should focus on information requested above; brochures and promotional materials should not be submitted with your proposal.

b. Submit three (3) paper copies of proposal with your fee estimate included in a separate sealed envelope addressed to:

Attn: Elissa Overton, Engineering Technician II
Sebastopol Public Works
714 Johnson Street
Sebastopol, CA 95472
RE: RFP for Pleasant Hill Tanks Structural Assessment

Proposals shall be submitted in person or by mail or delivery service by the due date stated in the front cover of this RFP. In addition to the paper copies, please submit a PDF copy of the Proposal (excluding the Fee Estimate) to engineering@cityofsebastopol.gov. Office hours for receipt of Proposals are:

Monday – Thursday, 7:30 a.m. – 5:00 p.m.
Offices are closed on Friday's, and state and federal holidays

A final Cost Proposal/Fee Estimate will be negotiated with the selected consultant.

IX) QUESTIONS AND SITE VISIT

Questions regarding this RFP or its requirements, may be submitted, preferably by email, to: engineering@cityofsebastopol.gov. Due to staffing constraints, the City will attempt to respond within two (2) business days of receipt (note Fridays are non-business days for the City). Your email question should include in the Subject Line: "Questions re. RFP for Water Tanks Structural Assessment."

Questions via phone call may be made to Elissa Overton at (707) 823-2151. Due to staffing constraints, City will attempt to respond within three (3) business days of receipt.

Prior to submitting proposals, consultants should not contact any other City personnel, elected or appointed officials. The City reserves the right to reject any proposal for violation of this provision.

Only one **site visit** pertaining to this RFP will be conducted by City staff on **Monday, November 30, 2026 at 5:00 pm at 1281 Pleasant Hill Road, Sebastopol**. If you are interested in attending the site visit, please reserve your spot by contacting Elissa Overton at (707) 823-2151 no later than seven days before the site visit date listed above. Parking in the area is limited and only one vehicle per firm is allowed.

X) EVALUATION CRITERIA

The City's consultant evaluation and selection process is based upon "Qualifications Based Selection" (QBS) for professional services. The following criteria will be used in evaluating the proposals:

a. Responsiveness to solicitation and understanding of project.

b. Proposal documentation of demonstrated relevant experience, particularly with construction projects for public agencies.

c. General qualifications and experience of the firm, construction manager, Lead Inspector, and other key individuals assigned to projects.

A Notification of Intent to Award will be sent to the consultant selected. Award is contingent upon the successful negotiation of final contract terms contained in the Master Agreement and subject to approval by the City.

Negotiations shall be confidential and not subject to disclosure to competing consulting firms unless an agreement is reached.

XI) STANDARD TERMS AND CONDITIONS

a. This RFP does not commit the City to award a contract or to pay any costs incurred for any services.
b. The City, at its sole discretion, reserves the sole right to determine which consultants are ultimately included in the Pre-Qualified Consultants List.
c. All proposals will become the property of the City of Sebastopol. Any proprietary information contained in the proposal should be clearly identified as such.
d. The City reserves the right to amend this RFQ/RFP from time to time. The current version will be posted on the City website link: https://www.cityofsebastopol.gov/contractors-consultants/
e. The cost for developing the proposal is the sole responsibility of the proposer. All proposals submitted become the property of the City.
f. Prior to award, the apparent successful firm(s) may be required to enter into discussions with the City to resolve any contractual differences. If no resolution is reached, the proposal may be rejected.
g. Proposals are subject to the Freedom of Information Act. The City cannot protect proprietary data submitted in proposals.
h. Insurance Requirements: Successful proposers, who are invited to be included on the Shortlisted Pre-Qualified Consultants List, must furnish the City with the Certificates of Insurance proving coverage as specified in **Appendix A, Insurance Requirements for Consultants**, prior to City approval of the Master Agreement and/or its extension. No exceptions will be made to this requirement.

It is the proposer's responsibility to review these requirements carefully prior to submitting a proposal in response to this solicitation. Your response must indicate your familiarity with the insurance requirements and your willingness to comply with them as they are written. If you take any exceptions to the terms of the contract, these must be included in your proposal in writing. The City will consider this in determining responsiveness to the Request for Proposals.

APPENDIX A
City of Sebastopol
Insurance Requirements for Consultants

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than $2,000,000 per occurrence. Ifa general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than $1,000,000 per accident for bodily injury and property damage.
3. Workers' Compensation insurance, as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease.
   (Not required if consultant provides written verification that it has no employees)
4. Professional Liability (Errors and Omissions) Insurance appropriates to the Consultant's profession, with limit no less than $2,000,000 per occurrence or claim, $2,000,000 aggregate. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work. A copy of the claims reporting requirements must be submitted to the City of Sebastopol for review.
   If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the City of Sebastopol requires, and shall be entitled to, the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City of Sebastopol.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:
The City of Sebastopol, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.

General liability coverage can be provided in the form of an endorsement to the Consultant's insurance at least as broad as one of the following ISO ongoing operations Forms: CG 20 10 or CG 20 26 or CG 20 33 (not allowed from subcontractors), or CG 20 38; and one of the following ISO completed operations Forms: CG 20 37, 2039 (not allowed from subcontractors), or CG 20 40.

Primary Coverage
For any claims related to this contract, the Consultant's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City of Sebastopol, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City of Sebastopol, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Notice of Cancellation
Consultant shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, Consultant shall forthwith obtain and submit proof of substitute insurance.

Waiver of Subrogation
Consultant hereby grants to the City of Sebastopol a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City of Sebastopol by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City of Sebastopol has received a waiver of subrogation endorsement from the insurer. However, the Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City of Sebastopol for all work performed by the Contractor, its employees, agents, and subcontractors.

Self-Insured Retentions
Self-insured retentions must be declared to and approved by the City of Sebastopol. The City of Sebastopol may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the City of Sebastopol.

Acceptability of Insurers
Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City of Sebastopol.

Verification of Coverage
Consultant shall furnish the City of Sebastopol with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to the City of Sebastopol before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City of Sebastopol reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Subcontractors
Consultant shall require and verify that all subcontractors maintain insurance, meeting all the requirements stated herein, and Contractor shall ensure that the City of Sebastopol is an additional insured on insurance required from subcontractors.

Special Risks or Circumstances
The City of Sebastopol reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.